



CITY OF COVINGTON
Community Development Department
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COMMERCIAL & RESIDENTIAL LAND USE PRE-APPLICATION MEETING SUBMITTAL CHECKLIST & SUMMARY

Pre-Application meetings are required for a Type 2, 3 or 4 decision in accordance with CMC 14.35.020. The purpose of the Pre-Application Meeting is to provide the applicant with the requirements of the City of Covington Municipal Code and project review standards.

PRE-APPLICATION SUBMITTAL

The appointment for a pre-application meeting will be made when a completed application has been submitted to the City with the appropriate fee. The pre-application meeting will be scheduled within 30 days from the date of the submitted application. Pre-application meetings are held on Thursday mornings at 10:30 a.m. and are scheduled on a first - come first-serve basis. **Submittals are by appointment only.** Please contact Permit Services at (253) 638-1110 to schedule an appointment.

PRE-APPLICATION MEETINGS

The meeting will be attended by key city staff, fire, sewer and water districts. While this meeting does not serve as a formal review of the proposed project, staff will note any identifiable issues and will provide an overview of the following information:

- A general summary of the procedures and timelines used to process the application
- References to the relevant code or development standards under which the project will be reviewed
- Information from the fire, water and sewer districts

Your design team (i.e. architects, engineers, project coordinators, etc) is encouraged to attend the pre-application meeting.

EXPIRATION OF PRE-APPLICATION MEETINGS

A new pre-application meeting will be required if the applicant fails to submit a valid land use development application within 180 days of the pre-application meeting. If within 180 days, there are substantial changes to the development regulations, or significant changes to the proposal, the City may require a second pre-application meeting be held.

COMPLETE PRE-APPLICATION CHECKLIST

This intake checklist identifies the minimum applicable application information necessary for the City of Covington to review the application. Plans can be conceptual and do not need to be construction quality drawings. However the more information provided, the more complete our assessment of your application will be. Your plans should be legible and to scale.

☐ Completed Pre-Application Project Summary

☐ Eight (8) Complete Plan Sets to include:

General Site Plan - drawn to scale including:	
	Vicinity Map
	Property boundaries
	Topography
	Access points and site circulation (existing and proposed)
	Identify critical areas in proximity to the project site and associated buffers (wetlands, streams, steep slopes, etc)
	Utility easements (including water and sewer), location of wells, septic tanks, drain fields (existing)
	Location of proposed and existing stormwater facilities
	Location of tree tracts/tree conservation easements
Commercial Projects - include the following additional information:	
	Location, size, and use of each proposed structure
	Preliminary elevation drawings clearly indicating the structure height for new structures. A preliminary visual representation of the structure is suggested
	Indicate gross floor area for each structure and type of building construction
	Proposed parking lot layout and drive aisles

**COMMERCIAL & RESIDENTIAL LAND USE
PRE-APPLICATION MEETING PROJECT SUMMARY**

STAFF USE ONLY	Project Number: _____ Application Date: _____
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Name of Project/Development: _____	
Site Address: _____	Parcel No.: _____
Description of Proposal: _____ _____	
Anticipated Period of Construction: From _____ To _____	
Will the project be developed in phases? YES _____ NO _____	
If Yes, please describe: _____	
List Existing Easements on Site: _____ _____	

☐

Commercial

☐

Residential

PROPOSED PROJECT INFORMATION			
Acreage of Site:		Park Areas:	
Zoning:		Tree Tract/Easment Area:	
Proposed Density:		Wetland or Stream Area:	
Largest Lot Size:		Number of Units	
Smallest Lot Size:		Non-Residential Structures:	
Average Lot Size:			

PRIMARY CONTACT PERSON		<input type="checkbox"/> Applicant
Name: _____	E-mail: _____	
Company: _____	Phone: _____	Fax: _____
Address: _____	City/State/Zip: _____	

PROPERTY OWNER		<input type="checkbox"/> Applicant
Name: _____	E-mail: _____	
Company: _____	Phone: _____	Fax: _____
Address: _____	City/State/Zip: _____	